



Please read the contents of this payroll bulletin carefully.

INPUT NEW HIRES AS SOON AS POSSIBLE!

It is very important that new hires are entered into the Peoplesoft system as close to their hire date as possible. The Empl ID is required on the request for a Peoplesoft User ID, which gives the employee access to self service. If possible please enter the new hires right away and do not wait until the end of the month, this will ensure that the employee will have access to self service before their first paycheck.

PAYSHEETS NOT CREATED UNTIL JUNE 19.

Due to a tax update, paysheets will not be created until June 19th. Because of this, paycheck data for the June paid July 3rd payroll will not be available to view until June 19th. This also means there will be no state time entry or payline security available until June 19th.

AGENCIES CAN NOW INPUT DONATED LEAVE

Agencies can now input their own employees donated leave. Below is a suggested procedure to follow.

When an employee from one agency donates to an employee in another agency you will have your employee fill out the donated leave slip and then forward the slip to the receiving agency. The receiving agency should sign the slip in the month that the donated leave will be used and forward a copy of the slip back to the donating agency. At that time both agencies should input the donated leave for their own employee.

If a donating employee is terminating employment, the leave needs to be inputted before or in the month the employee is terminated or the leave will not be able to be used.

If both the donating and receiving employee is in the same agency, you will just input the leave for both employees in the month that the leave is needed for the receiving employee.

When inputting donated leave for the following codes: SSD (Shared Sick Leave Donated) and SVD (Shared Vacation Donated) you will need to put a negative in front of the amount donated, ex. -10 hours.

We will be updating the State Employee Donation of Leave form to add the leave codes, but will not have new forms printed until the current stock is out.

NEW QUERIES

There are two new queries available for agencies to use:

- NDS_JOB_VERIFICATIONS
- NDS_COMP_RATIO_QRY

Another query that you may find helpful is NDS_Donated_Leave. This will help you monitor who, in your agency, has donated leave and received leave and the amounts. The codes used on this query are:

- SSD (Shared Sick Leave Donated)
- SVD (Shared Vacation Donated)
- SSR (Shared Sick Leave Received)
- SVR (Shared Vacation Received)

REMINDER – JUNE SUPPLEMENTAL PAYROLL DEADLINE

June supplemental payroll deadline date is noon on July 5th. We will not be able to make any payroll changes after that time.

BOARD MEMBERS HIRE DATE MUST BE THE FIRST OF MONTH

Whenever hiring a board member the hire date or rehire date must be the first of the month that the board member will start.

DOCUMENTS UPDATED ON WEBSITE

The checklists for the Suppress DDP Advice Print and the Self-Service User Document for employees have been updated and are on the OMB Website.

UPGRADE TO 8.9

The Project Plan for the Upgrade to 8.9 has been approved so ITD and OMB will be working on Upgrading the current Peoplesoft HRMS from 8.3 to 8.9. The projected go live date for the Upgrade is October 2, 2006.

TAX EXEMPT EMPLOYEES

We will no longer need you to send in a copy of the W-4 if an employee is claiming EXEMPT. You will need to keep the records in your office and if there is a tax audit we would refer them to the agency for the proper documentation.

REASON CODE REQUIRED

When completing any actions on Job Data, Position Data, Pay Rate Change, and Current Job a reason code is now required. If you enter any actions without a reason code the information can not be saved, you will also get a warning message to this effect.

ANNUAL DEPARTMENT BUDGET TABLE CHANGE

The Department Budget Tables will be rolled over to fiscal year 2007 while the system is closed for the June paid July supplemental payroll process. Starting in July, all Department Budget Table changes will need to be made to the fiscal year 2007 tables. A notice will be put on the portal when the new Department Budget Tables are available.